



Training Solutions, Delivered!

SAFETY'S MOST WANTED

(Concise)

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 3901
© AP Safety Training

This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

3901 SAFETY'S MOST WANTED (*Concise*) FACT SHEET

LENGTH: 9 MINUTES

PROGRAM SYNOPSIS:

In this episode of "Safety's Most Wanted," we investigate the tendencies and modes of operation of three injury instigators: ***Uncorrected Hazards, Shortcuts*** and ***Complacency***. Through undercover interviews, victim statements and reenactments, viewers will see how these culprits contribute to injuries and fatalities in our workplaces and homes. Our goal is to keep these dangerous characters from lurking in the shadows by identifying them and putting them out of business.

PROGRAM OBJECTIVES: Explain to program participants that the primary purpose of this video is to show the modes of operation for uncorrected hazards, shortcuts and complacency and how these culprits can be defeated so we can prevent injuries at work and at home.

PROGRAM OUTLINE:

UNCORRECTED HAZARDS

Method Of Operation

- An uncorrected hazard hurts and kills people without thinking. It has no control over what happens; when the opportunity presents itself, it strikes.
- It doesn't matter who it is, how young or old, what race or sex; it doesn't discriminate against anyone. It may cut you, crush you, knock you down, choke you or shock you.
- There is no end to the ways an uncorrected hazard can injure, maim and kill. It is very patient, biding its time, ready to strike.
- Many people will take no action against an uncorrected hazard until it's too late. We need to be alert to its many forms: an unguarded machine, defective tool or piece of equipment, a spill on the floor or a damaged ladder.

Uncorrected Hazard Reenactment

Keith Thompson had noticed the damaged sling on the crane he used at the plant some time ago, but since it appeared "minor" he kept using it. The more he and his co-workers used the frayed sling without incident, the more they put it out of their minds. It just didn't seem to be a danger; after all, it was holding the loads just fine. When Keith and a co-worker used the crane to lift a heavy load of stock, the sling broke and the load struck the co-worker's arm.

Lessons:

- An uncorrected hazard can cause injury and death at any time unless we take action to prevent injury. If you see a hazard and can safely correct it, do it. If you don't know how or are not qualified to fix it, mark it in some manner and report to someone who is authorized to fix it.
- Don't fall into the trap of ignoring the hazard or hoping someone else will do something. Waiting until an injury occurs is obviously too late.

SHORTCUTS

Method Of Operation

- A shortcut gets real close to its victims, drawing them in slowly and making them oblivious to its dangers. Unlike most parasites in nature who don't harm their host, a shortcut will suddenly turn against its host without warning, leaving a devastating trail of injury and death.
- A shortcut simply pretends to be everyone's friend, always available to offer a helping hand, especially when someone is feeling a little stressed or is in a rush to finish a task.
- A shortcut appears to make your job easier, saving you some time and helping you to be more productive.
- Friends and family are almost always surprised when their co-worker or love one falls victim to this heartless predator, but even the most careful worker can be lured by its temptation.

Shortcut Reenactment

Doug, a maintenance worker at a local manufacturing operation, was an experienced worker who didn't like to take chances. But on the Friday his grandchildren were to visit, his friends recalled Doug being excited about their arrival for the weekend. So when he was assigned the task of servicing the drive assembly on the chiller, he was determined to get finished on time. Doug normally would have used a man lift to reach the guard on the drive assembly, but decided to use a nearby step ladder instead to save time. When Doug climbed onto the next-to-last step of the ladder, which was too short for the job, he leaned out too far and fell to his death.

Lessons:

- The best way to defeat a shortcut is to recognize when you are most at risk and take action to prevent injury.
- You are most at risk from a shortcut when you find yourself rushing, especially while frustrated or fatigued. Rather than give in to the temptation of a shortcut, learn to recognize when you are at risk and use it as a trigger to redouble your safety efforts and be more cautious, not less.

COMPLACENCY

Method of Operation

- Complacency doesn't like a lot of attention, so it makes sure that people don't take much notice when it first comes around.
- Since you've been doing your job for along time, complacency doesn't offer you any help. It just confirms what you already know: that you do your job better, you are faster and you are more productive. That's why you don't need to follow the company's silly rules.
- You have the experience and intelligence to do it your own way. Rules and procedures help prevent injuries and mistakes for the other people, not for you.
- Complacency really tries to get inside your head, working slowly and methodically. Over time, it attempts to turn your skills and experience against you, making you your own worst enemy.
- Once complacency convinces an experienced worker to skip a procedure or decide not to use a piece of protective equipment, other workers start to follow suit; it's like the domino effect.

Complacency Reenactment

Richard had worked as a welder for many years and understood the dangers involved in handling compressed gas cylinders. In fact, he had even trained newer employees on the procedures for ensuring all cylinders were properly chained and had safety caps installed during transport and storage. Even though he knew what could happen if a cylinder was dropped or fell, he decided to move a cart with unchained and uncapped cylinders. When his cart got tangled up in an air hose, the tanks fell over and a valve was sheared. The sudden release of high-pressure gas turned the tank into an unguided missile, spreading gas into the work area that ignited a fire and caused severe injuries.

Lessons:

- Complacency can affect us without our knowledge but its symptoms are usually obvious to others. In order to fight complacency, we must be willing to take action to prevent injury; this action is often as simple as speaking up to a friend or co-worker.
- Even if you have less experience, speak up to a co-worker if you see he or she working in an unsafe manner. It might prevent an injury and it will help prevent the unsafe act from influencing others.
- Complacency attempts to turn your skill and experience against you. It spreads quickly to others who witness and mimic unsafe behaviors. Complacency is best controlled through open communication and dialog between workers, so speak up about unsafe acts.

SAFETY'S MOST WANTED (*Concise*)

ANSWERS TO THE REVIEW QUIZ

1. c

2. a

3. b

4. b

5. a

SAFETY'S MOST WANTED (*Concise*)

REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. What should you do if you see an uncorrected hazard that you cannot fix yourself?
 - a. Ignore it
 - b. Hope someone else will fix it
 - c. Mark it and report it

2. Even the most careful worker can be lured by the temptation to take shortcuts.
 - a. True
 - b. False

3. Complacency likes to attract a lot of attention.
 - a. True
 - b. False

4. Richard didn't have a lot of experience in welding and didn't understand the dangers involved in handling compressed gas cylinders.
 - a. True
 - b. False

5. Even if you have less experience, you should speak up to a co-worker you see working in an unsafe manner.
 - a. True
 - b. False